

Using your Web browser, go to the OCA website, [www.chiropractic.on.ca](http://www.chiropractic.on.ca), and click on the **LOGIN** button (see **Figure 1**) on the right side of the page. Enter your user name and password to access your online account.



Figure 1

Figure 2

### Logging In

**User name / Email:** <Insert login email>  
**Password:**

If you have forgotten your password, simply click on the **forgot your password** link at the bottom of the page and your password will be emailed to you.

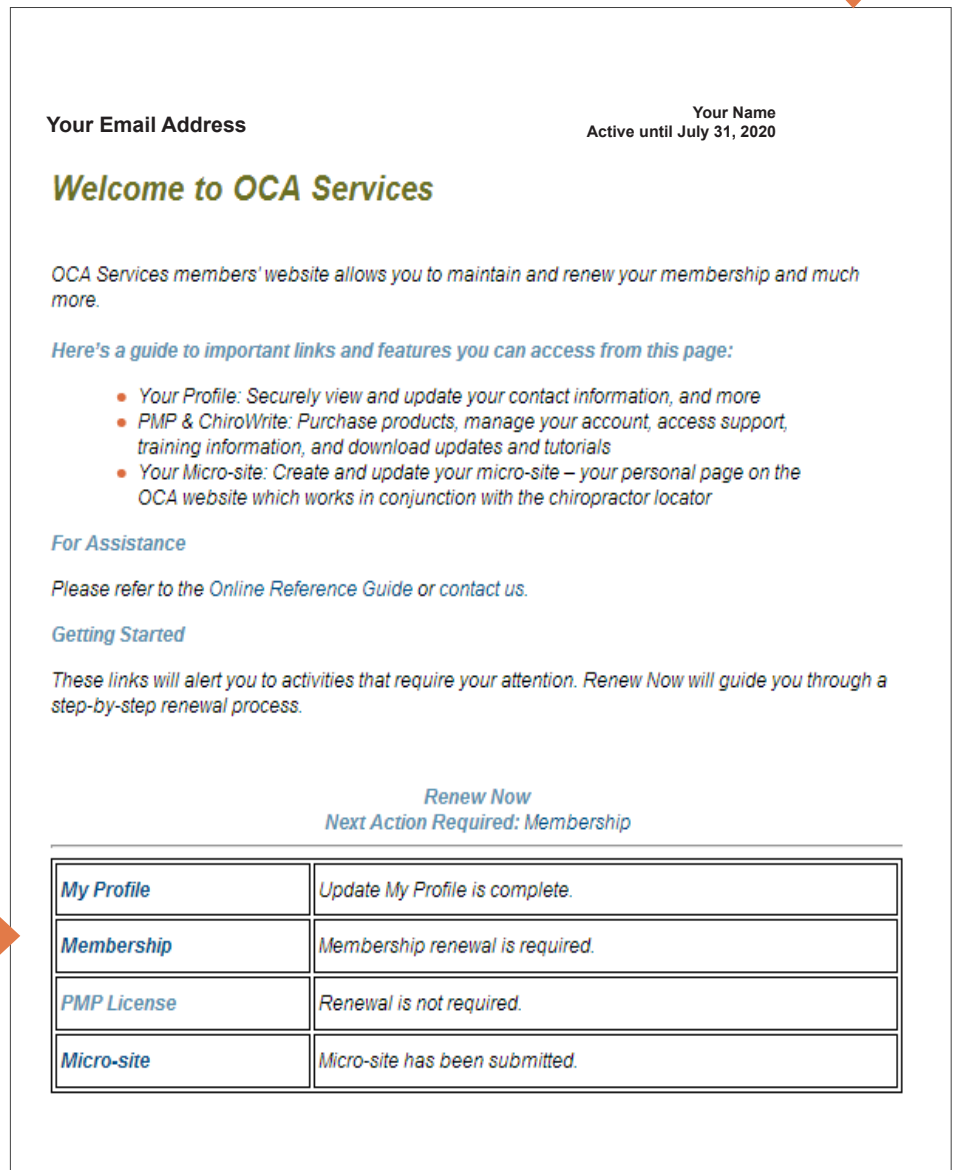
If you have never logged in or are experiencing problems with your online membership account, please contact the OCA at 416-860-0070 or toll-free at 1-877-327-2273.

### Getting Started

Once you have successfully logged in, the page title at the top of your screen will indicate that you are in the section of the Members' website called **OCA Services** (see **Figure 2**).

You can access this section any time you are logged into the Members' side of the website by clicking the **MY ACCOUNT** button at the top right of the screen. Scroll down to the table at the bottom of the screen (see **Figure 3**) to perform any or all of the following actions to update your account or your profile:

Figure 3



**Your Email Address** **Your Name**  
Active until July 31, 2020

### Welcome to OCA Services

OCA Services members' website allows you to maintain and renew your membership and much more.

Here's a guide to important links and features you can access from this page:

- **Your Profile:** Securely view and update your contact information, and more
- **PMP & ChiroWrite:** Purchase products, manage your account, access support, training information, and download updates and tutorials
- **Your Micro-site:** Create and update your micro-site – your personal page on the OCA website which works in conjunction with the chiropractor locator

**For Assistance**  
Please refer to the *Online Reference Guide* or contact us.

**Getting Started**  
These links will alert you to activities that require your attention. *Renew Now* will guide you through a step-by-step renewal process.

**Renew Now**  
Next Action Required: Membership

<b>My Profile</b>	Update My Profile is complete.
<b>Membership</b>	Membership renewal is required.
<b>PMP License</b>	Renewal is not required.
<b>Micro-site</b>	Micro-site has been submitted.

# Membership Renewal

Figure 3

**Renew Now**  
Next Action Required: Update My Profile

1.	<a href="#">My Profile</a>	Update My Profile is required.
2.	<a href="#">Membership</a>	Membership renewal is required.
3.	<a href="#">PMP License</a>	Not available at this time.
4.	<a href="#">Micro-site</a>	Micro-site is not enabled.

1. Click **My Profile** to review your information. Update if necessary.
2. Click **Membership** to renew your OCA/CCA memberships.
3. Click **PMP License** if you are a PMP user and need to renew your license.
4. Click **Micro-site** to start building or updating your micro-site Web page.

**EFT Payments** — If you currently pay your membership dues by monthly debit payment (EFT) they will continue and your payment will automatically rollover. Note: you will now only incur one transaction for both memberships.

**One-Time Payments** — If you currently pay your membership dues in full by credit card or cheque, your CCA membership will be processed at the same time as your OCA renewal.

**Changing your Payment Preference** — Members have the option of changing their payment preference online when renewing. Simply select the option you would like and the payment will be processed accordingly.



**If you elect to change your payment method to EFT, your CCA fees will be blended and paid monthly.**

Step 1 of 3 Register/Renew

**Member Contact Information**

Please enter and/or confirm the following information:

Salutation:

First Name:

Middle Name / Initials:

Last Name:

Business Phone:

Cell Phone:

E-Mail:

**Please indicate your preferred mailing address.**

Address Type:

Address 1:

Address 2:

City:

Province/State:

Postal / Zip:

Country:

Preferred Mail:

Online invoicing is a great way to reduce paper consumption and mailing costs. We've worked hard to ensure OCA's online services are secure and easy to use. Your support on this initiative is greatly appreciated. If you do require a paper invoice to be mailed to you, contact the OCA, at 416-860-0070, or toll-free at 1-877-327-2273.

# Membership Renewal

1. Click **Membership** to be directed to your member contact information.
2. Verify your contact information and click **Next**. Enter any CHA information you wish to include. Click **Next** to review your invoice (see **Figure 4**).
3. Select a payment type. You may pay in full by credit card or register online for monthly payment by electronic funds transfer (EFT).  
**Note the new 'Previous Payment Type' line. This indicates your previous method of payment.**
4. Enter credit card details or bank information as requested. If you are paying by EFT, a schedule showing pre-authorized payment dates and amounts will be displayed.

Click **Pay Now**. A confirmation message will appear and confirmation of your online payment will be emailed to you.

Figure 4 



**If you wish to change your method of payment to EFT, please complete the pre-authorized debit (PAD) agreement and return the completed form with a void cheque to the OCA.**

**You can access this form on the payment screen under **Payment by EFT**.**

Step 3 of 3
Register/Renew << Back

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OCA Membership Type: ▶ OCA Regular

Expiry Date: July 31, 2014

CCA Membership: ▶ CCA 3rd/Subsequent Years

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**Fees:**

OCA Regular Renewal	912.90
OCA Levy	600.00
OCA Regular Renewal-HST	196.68
CCA 2014 Membership CCA 3rd/Subsequent Years	470.83
<b>Total</b>	<b>\$2,180.41</b>

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**Pre-Authorized payment by EFT (Electronic Funds Transfer) details:**

01 Aug 2013	181.70
01 Sep 2013	181.70
01 Oct 2013	181.70
01 Nov 2013	181.70
01 Dec 2013	181.70
01 Jan 2014	181.70
01 Feb 2014	181.70
01 Mar 2014	181.70
01 Apr 2014	181.70
01 May 2014	181.70
01 Jun 2014	181.70
01 Jul 2014	181.71
<b>Total</b>	<b>\$2,180.41</b>

\* OCA Levy defined

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**Payment Information:**

Previous Payment Type: EFT Monthly Payments

Payment Type: ▶ EFT Monthly Payments

**Pre-Authorized Payment by EFT (Electronic Funds Transfer) details:**  
The required information can be found printed along the bottom of your cheques.

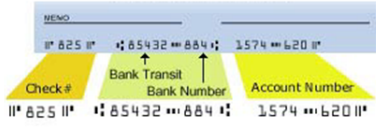
Date Received: June 26, 2013

Bank Number (3 digits): ▶

Transit Number (5 digits) : ▶

Account Number: ▶

**Canadian Cheque Sample**



MEMO  
⑈ 825 ⑈ ⑈ 85432 ⑈ 854 ⑈ 1574 ⑈ 620 ⑈

\* A charge of \$25 + GST/HST applies for each incident of insufficient funds or expired/invalid credit card. You will be billed \$25+GST/HST for any default in a monthly payment, and you risk losing your Active membership status. After two monthly payments in default, you will be considered in arrears and the balance will be payable immediately.

Cancel
Reset << Back
Pay Now >>



**Need help?** Having trouble logging in to the OCA Members' website, updating your account or processing your payment? Contact the OCA, at 416-860-0070, or toll-free, at 1-877-327-2273.

# Creating Your Micro-site

As an OCA member, you can create your own personal Web page (see **Figure 5**) that is accessed through the chiropractor locator to profile your practice to potential patients.

Micro-sites feature the following:

- A photo and biographical information (education, credentials)
- Clinic address and graphic (photo or logo), contact information, including website, hours of operation, map and directions (up to four clinics can be displayed)
- Services offered, practice focus, languages spoken
- Wheelchair accessibility and parking information (if desired)
- An appointment request button (email)

Once you have renewed your online account, you will be prompted to create a micro-site. You can log back in anytime from the **OCA Services page** by clicking on the **Micro-site** link.



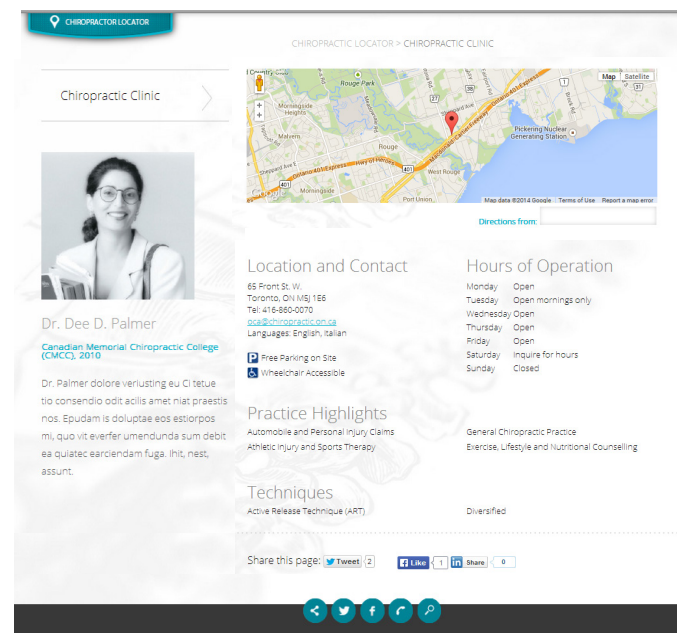
**Please note: In order to participate in the chiropractor locator and have your micro-site visible to members of the public, you must provide consent to share your contact information.**

**To change your consent click on the [My Profile](#) link (see **Figure 3**) and click **Next** until you reach **Step 5**. Click the **Yes, Permission to share** button. Then click **Finish**.**

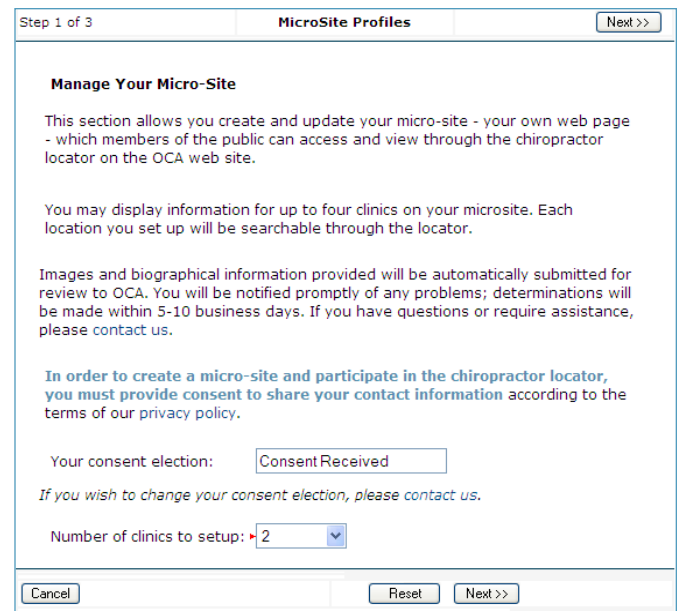
1. Enter the number of micro-site clinics you will be creating (see **Figure 6**). **Maximum 4 clinic locations.**
2. Enter information about yourself, your clinic and the services you offer in the fields provided. Start by creating a brief biographical statement and, if desired, add a photo of yourself (see **Photo Guidelines** on screen for tips).
3. Create your searchable micro-site(s). A dynamic map(s) will be automatically generated using your clinic address(es).
4. Add a photo or logo of your clinic. Once you have finished entering your information and image files, click **Submit**.
5. Your micro-site information will be automatically submitted for review to the OCA. You will receive a confirmation email when your micro-site is launched and be notified of any problems. Micro-sites will be approved within 10 business days.

You may change or update your information and images at any time by logging into the OCA Members' site and clicking the **Micro-site** link at the bottom of the **OCA Services page** (see **Figure 3**).

**Figure 5**



**Figure 6**



## Ontario Chiropractic Association

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